



# Holt Computer Training

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Microsoft Certification Classes

## Holt Computer Training Inc.

With over 15 years of experience, Holt knows that successful training should not be a guided tour through a manual, instead it should focus directly on hands-on job related tasks.

We are a team of professionals dedicated to quality training. Training is instructor-led by experienced business professionals, not technicians.

Our experience in applying practical solutions to computer challenges makes us unique and qualified.

**Our Mission** - is to ensure that you have the skills necessary to become competitive and marketable in today's business arena.

**Our Training** - program consists of twenty (20) instructor-led documents. Each detailed document are similar to projects you will complete in the business arena.

Our course length are length month for the Word Processing course to three months for the center training courses. Practice time includes 6 months of unlimited hands-on practice exercises. We work patiently to ensure requirements for employment are met.

## Our Courses

### Microsoft Windows - FREE!!!

We explain the windows operating system by covering the most used commands in detail. A course for all users!!

### Word-Processing - \$399

Our word-processing course will give you the skills needed to qualify as an Admin Assist or Secretary earning \$15 - \$20/hr. In our hands-on course, you will receive instruction in the basic, intermediate and advanced features.

### Spreadsheet Application - \$399

Microsoft Excel is a necessity for an Admin or Exec. Assistant. You will build, revise, retrieve and print actual spreadsheets, graphs and charts.

### The Microsoft Package - \$1,850

#### Word, Excel, Outlook and PowerPoint

The Microsoft Package course is for individuals working as an Admin Assistant who would like to advance to the Exec. Assistant level. This course covers the basic as well as advanced functions in all four packages.

### Center Training Course - \$2,500

#### Word, Excel, PowerPoint, Visio & Windows

This course is for individuals desiring to work evenings or weekends. This intense course covers Beg - Adv. formatting with over 100 projects to complete.

## Our Courses

Legal Center Training - \$2,800

Word, Excel Level I, Center Training & Legal

This course is for individuals desiring to work day or evening or weekends as a Secretary or Legal Word Processing Operator in a law firm. This intense course covers the advanced legal functions such as styles, TOC, TOA, blacklining, and much more.

## What We Offer

- Hands on Training
- Small Classes
- One-on-One Instruction
- Flexible Classes

## Placement Assistance

We assist our students with job placement. Job placement is so important to us that we established our own temp/permanent placement agency Vinson Staffing.

After completion of our training program our students are employed working days, evenings, weekends, or 12hr shifts for 3 days at a rate of \$18 - \$27/hr.

Although placement assistance services are provided, the school cannot guarantee a job to any student or graduate.

## Our Hours

WEEKDAYS  
8:30AM - 10:30AM  
10:30AM - 12:30PM  
12:30PM - 2:30PM  
2:30PM - 4:30PM  
4:30PM - 6:00PM

EVENINGS  
MON & WED  
6:00PM - 8:00PM  
TUES & THURS  
6:00PM - 8:00PM



**99% OF OUR  
GRADUATES ARE  
EMPLOYED.....**

earning \$15 - \$27/hr, using  
the skills they obtained at  
Holt Computer Training

New York  
469 7th Avenue, 12th Floor  
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212-732-1774

**Call us today! 212-732-1774**  
[www.holttraininginstitute.com](http://www.holttraininginstitute.com)